

# FY 01 CALENDAR (OCTOBER 2000 - SEPTEMBER 2001)

CARRIE RICHARDSON, COORDINATOR 757-4123

ADP COMPUTER TRAINING	COST	COURSE DATES AND COURSE CODES											
		OCT 00	NOV 00	DEC 00	JAN 01	FEB 01	MAR 01	APR 01	MAY 01	JUN 01	JUL 01	AUG 01	SEP 01
Access Programmers and Power Users	\$595					12-16 488596						13-17 488597	
Advanced Microsoft Access	\$198							09-10 493535					
Advanced Microsoft Excel 97	\$198			04-05 488430			26-27 488431			18-19 488432			
Advanced Powerpoint	\$100							16 488603					27 488604
Advanced Windows 98	\$200				08-09 488605						23-24 488606		
Advanced Web Page Development Using HTML	\$198		20-21 489720			26-27 489721			07-08 489722			20-21 489723	
Advanced Word	\$200				22-23 488593			04-05 488594			16-17 488595		
Basics Of Computer Graphics	\$300	30-31 488187				20-21 488188				04-05 488189			
Basics Of Computer Sound	\$300		01-02 488190							06-07 488191			
C++ Programming –Level I	\$750				22-26 488206					11-15 488207			
C++ Programming –Level II	\$750		13-17 488208					30 Apr-04 May 488209					
Effective Internet Searching	\$300			06-07 488192			07-08 488193			27-28 488194			26-27 488195
Introduction to Microsoft Access 97	\$297		27-29 488425		16-18 488426			09-11 488427			09-11 488428		24-26 488429
Introduction to Microsoft Excel 97	\$297		06-08 488421			05-07 488422			02-04 488423			06-08 488424	
Introduction To Microsoft Word	\$300		13-15 488589				26-28 488590		21-23 488591			20-22 488592	
Introduction To PC's & Windows	\$300		27-29 488586			12-14 488587				04-06 488588			
Introduction to Web Page Development	\$198	30-31 488414		12-13 488415	29-30 488416			02-03 488417	21-22 488418		24-25 488419		12-13 488420
Microsoft Powerpoint	\$200		16-17 488583				05-06 488584				30-31 488585		
Modtran and Fast Code Course Training	\$1210								22-24 493719				
PC Setup, Optimization & Repair	\$450		06-08 488197		16-18 488198		12-14 488199		14-16 488200				04-06 488201
Using Microsoft Project	\$370		27-29 488598		08-10 488599		05-07 488600		07-09 488601		25-27 488602		
Using Outlook	\$300			04-05 488202			05-06 488203			25-26 488204			24-25 488205

ADP COMPUTER TRAINING	COST	COURSE DATES AND COURSE CODES											
		OCT 00	NOV 00	DEC 00	JAN 01	FEB 01	MAR 01	APR 01	MAY 01	JUN 01	JUL 01	AUG 01	SEP 01
Visual Basic Programming-Level I	\$750	23-27 488214							07-11 488215				
Visual Basic Programming-Level II	\$750				08-12 488216								10-14 488217
Windows Program Development- Level I	\$750			11-15 488210						18-22 488211			
Windows Program Development- Level II	\$750					12-16 488212							17-21 488213

<b>COURSE TITLE:</b>	<b>ACCESS PROGRAMMERS AND POWER USERS</b>	
<b>VENDOR:</b>	College of Southern Maryland Center for Corporate Training P.O. Box 910 LaPlata, MD 20646-0910	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488596 488597	<b>DATE:</b> 12-16 February 01 13-17 August 01	<b>NOMINATION DEADLINE:</b> 15 January 01 15 July 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course will present an in-depth study of macros. It explains the Access Basic language, including event drive functions and subroutines, loops, arrays, if structures, and programming with data access objects. It also includes special debugging techniques and object-oriented programming.	
<b>OBJECTIVE:</b>	At the completion of the course, students will be able to: ✍ ✍ Create complex macros. ✍ ✍ Use Access Basic. ✍ ✍ Define loops and arrays. ✍ ✍ Demonstrate the use of if structures. ✍ ✍ Use and test debugging techniques.	
<b>AUDIENCE:</b>	Anyone wishing to create DBMS applications using the Microsoft Access program.	
<b>PREREQUISITE:</b>	Familiarity with at least one computer programming language.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator, (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	5 Days	
<b>COST:</b>	\$595	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>ADVANCED MICROSOFT ACCESS</b>	
<b>VENDOR:</b>	Computer Technology Service, Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>COURSE CODE:</b> 493535	<b>DATE:</b> 09-10 April 01	<b>NOMINATION DEADLINE:</b> 12 March 01
<b>DESCRIPTION:</b>	This course assumes familiarity with all the main features of Access. The class will development students' skills in developing their own custom Access applications. Students will examine the process of designing applications and will use advanced controls, dialog boxes, macros, and custom toolbars. Students will also create custom menus, shortcuts, and switchboards, enhance and test their applications, and use basic security features.	
<b>OBJECTIVE:</b>	After taking this course, students will be able to: ✎✎ Design applications. ✎✎ Create advanced controls. ✎✎ Create dialog boxes. ✎✎ Use macros. ✎✎ Work with custom toolbars. ✎✎ Create custom menus and shortcuts. ✎✎ Create custom switchboards. ✎✎ Test applications. ✎✎ Establish basic security.	
<b>AUDIENCE:</b>	Anyone with a need to learn advanced features of Microsoft Access.	
<b>PREREQUISITE:</b>	Introduction to Microsoft Access 97 or equivalent skills and knowledge.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$198	

<b>COURSE TITLE:</b>	<b>ADVANCED MICROSOFT EXCEL 97</b>	
<b>VENDOR:</b>	Computer Technology Services Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488430 488431 488432	<b>DATE:</b> 04-05 December 00 26-27 March 01 18-19 June 01	<b>NOMINATION DEADLINE:</b> 10 November 00 26 February 01 18 May 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to develop advanced skills in using the electronic spreadsheet capabilities of Microsoft Excel. The course presents key concepts and skills needed for full use of Excel 97's sophisticated features.	
<b>OBJECTIVE:</b>	<p>After taking this course, students will be able to:</p> <ul style="list-style-type: none"> <li>✍ ✍ Work with Excel database features.</li> <li>✍ ✍ Sort Excel databases.</li> <li>✍ ✍ Use Excel database functions and filters.</li> <li>✍ ✍ Use automated features.</li> <li>✍ ✍ Use and modify pivot tables.</li> <li>✍ ✍ Audit worksheets.</li> <li>✍ ✍ Work with scenarios.</li> <li>✍ ✍ Create reports.</li> <li>✍ ✍ Customize the Excel workspace by setting options, customizing toolbars, and customizing startup options.</li> <li>✍ ✍ Create and edit templates.</li> <li>✍ ✍ Use AutoFormats in worksheets.</li> <li>✍ ✍ Create, edit, and run macros.</li> <li>✍ ✍ Create worksheet buttons.</li> <li>✍ ✍ Display dialog boxes and message boxes in macros.</li> <li>✍ ✍ Debug macros using breakpoints, stop statements, and the functions stepping into and stepping over procedures.</li> </ul>	
<b>AUDIENCE:</b>	Anyone wishing to improve their skills using the Microsoft Excel program.	
<b>PREREQUISITE:</b>	Introduction to Excel 97 or equivalent skills and knowledge.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company</p>	

<b>COURSE TITLE:</b>	<b>ADVANCED POWERPOINT</b>	
<b>VENDOR:</b>	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488603 488604	<b>DATE:</b> 16 April 01 27 September 01	<b>NOMINATION DEADLINE:</b> 20 March 01 01 September 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to develop advanced skills in using PowerPoint.	
<b>OBJECTIVE:</b>	The student will learn to enhance a slide show by importing data and charts; acquisition of animation, objects and special effects. Students will learn to incorporate slides from other sources, importing and exporting Word documents and presenting the show to a wider audience.	
<b>AUDIENCE:</b>	Anyone wishing to improve their skills using PowerPoint.	
<b>PREREQUISITE:</b>	A student may gain fundamentals more quickly with a basic working knowledge of PowerPoint.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$100	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>ADVANCED WINDOWS 98</b>	
<b>VENDOR:</b>	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488605 488606	<b>DATE:</b> 08-09 January 01 23-24 July 01	<b>NOMINATION DEADLINE:</b> 15 December 00 01 July 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to develop advanced skills in using Windows 98.	
<b>OBJECTIVE:</b>	The student will be able to administrate and support other Window uses in a computer environment following this training. The types of applications addressed will include system properties, hardware profiles, shared resources, and troubleshooting Windows 98.	
<b>AUDIENCE:</b>	Anyone wishing to improve their skills using Windows 98.	
<b>PREREQUISITE:</b>	A student may gain fundamentals more quickly with a basic working knowledge of computers and basic skills in the Windows environment.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$200	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>ADVANCED WEB PAGE DEVELOPMENT USING HTML</b>	
<b>VENDOR:</b>	Computer Technology Services, Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 489720 489721 489722 488723	<b>DATE:</b> 20-21 November 00 26-27 February 01 07-08 May 01 20-21 August 01	<b>NOMINATION DEADLINE:</b> 20 October 00 26 January 01 07 April 01 20 July 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course is designed to develop advanced skills in the use of Hypertext Markup Language, or HTML, in creating Web pages. The course presents key concepts and skills needed for use of HTML's sophisticated features in developing Web pages and for viewing Web pages using Internet browsers.	
<b>OBJECTIVE:</b>	<p>After taking this course, students will be able to:</p> <ul style="list-style-type: none"> <li>✎✎ Blend text and graphics on the Web page.</li> <li>✎✎ Use transparency effects.</li> <li>✎✎ Use animation.</li> <li>✎✎ Create image maps.</li> <li>✎✎ Create basic Web forms to collect user information.</li> <li>✎✎ Add advanced elements to Web forms.</li> <li>✎✎ Create basic tables.</li> <li>✎✎ Use advanced formatting features of tables.</li> <li>✎✎ Create basic frames.</li> <li>✎✎ Use advanced formatting features of frames.</li> </ul>	
<b>AUDIENCE:</b>	Anyone with a need to learn more advanced skills in Web Page Development.	
<b>PREREQUISITE:</b>	Introduction to Web Page Development or equivalent skills and knowledge.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a confirmation of acceptance, a</p>	



<b>COURSE TITLE:</b>	<b>ADVANCED WORD</b>	
<b>VENDOR:</b>	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488593 488594 488595	<b>DATE:</b> 22-23 January 01 04-05 April 01 16-17 July 01	<b>NOMINATION DEADLINE:</b> 05 January 01 15 March 01 15 June 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides current Microsoft Word users instruction on how to use some of the more powerful features of this program.	
<b>OBJECTIVE:</b>	After completion of this course the student will be able to create custom templates, create time saving forms using tables, form fields and formulas. They will be able to create mail merge documents and data sources, create indexes, cross references, tables of contents, manage data features, use field codes, and create and edit simple macros.	
<b>AUDIENCE:</b>	Anyone wishing to improve their skills using the Microsoft Word program.	
<b>PREREQUISITE:</b>	A student may gain fundamentals more quickly with a working knowledge of Microsoft word.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$200	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>BASICS OF COMPUTER GRAPHICS</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488187 488188 488189	<b>DATE:</b> 30-31 October 00 20-21 February 01 04-05 June 01	<b>NOMINATION DEADLINE:</b> 15 October 00 20 January 01 04 May 01
<b>TIME:</b>	8:00 a.m. – 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides an in-depth introduction to computer graphics. The focus will be on capturing and manipulating graphics for use in Microsoft Office documents.	
<b>OBJECTIVE:</b>	<p>At the completion of the course participants should:</p> <ul style="list-style-type: none"> <li><del>✓</del> Understand the different graphic file formats, the advantages of each, and how to convert from one to another.</li> <li><del>✓</del> Know how to capture digital images using a scanner, digital camera, or from a Photo CD disk.</li> <li><del>✓</del> Know how to create, manipulate, and enhance bitmapped images, and know how to manipulate vector images.</li> <li><del>✓</del> Know how to find and download graphics from the internet.</li> </ul>	
<b>AUDIENCE:</b>	Anyone who needs to become familiar with using graphic images and files.	
<b>PREREQUISITE:</b>	Competency using Windows and Microsoft Office.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$300	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept credit cards. EMPLOYEE must circle "R" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>BASICS OF COMPUTER SOUND</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488190 488191	<b>DATE:</b> 01–02 November 00 06-07 June 01	<b>NOMINATION DEADLINE:</b> 15 October 00 06 May 01
<b>TIME:</b>	8:00 a.m. – 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides an in-depth introduction to computer sound. The focus will be on using the capabilities of a sound card and capturing and manipulating sound files.	
<b>OBJECTIVE:</b>	<p>At the completion of this course students should:</p> <ul style="list-style-type: none"> <li><del>✍</del> <del>✍</del> Understand the basic types of sound files (WAV, MP3, etc.) and how to convert between them.</li> <li><del>✍</del> <del>✍</del> Know how to record a waveform file and how to clean up and edit a waveform file.</li> <li><del>✍</del> <del>✍</del> Know the basic operation and functions of a sound card.</li> <li><del>✍</del> <del>✍</del> Have an introductory understanding of MIDI.</li> </ul>	
<b>AUDIENCE:</b>	Anyone who needs to become familiar with using sound files.	
<b>PREREQUISITE:</b>	Competency using Windows and Microsoft Office.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$300	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept credit cards. EMPLOYEE must circle “R” in Block 22 under “Payment” on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>C++ PROGRAMMING - LEVEL I</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488206 488207	<b>DATE:</b> 22-26 January 01 11-15 June 01	<b>NOMINATION DEADLINE:</b> 15 December 00 11 May 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides instruction on how to write procedural programs using the C++ language. The Microsoft Visual C++ compiler will be used. <b>NOTE:</b> This course replaces the <b>Introduction to Programming Using C</b> course.	
<b>OBJECTIVE:</b>	<p>At the completion of the course, participants should be able to:</p> <ul style="list-style-type: none"> <li><del>✍</del> <del>✍</del> Design a C++ program using all the basic C++ programming statements.</li> <li><del>✍</del> <del>✍</del> Understand and use all the C++ data types, structures, and arrays.</li> <li><del>✍</del> <del>✍</del> Write and debug basic C++ programs.</li> <li><del>✍</del> <del>✍</del> Understand and use call-by-name, call-by-value and call-by-reference parameters in functions.</li> <li><del>✍</del> <del>✍</del> Understand and use pointer operations.</li> </ul>	
<b>AUDIENCE:</b>	Anyone wishing to learn the basics of programming.	
<b>PREREQUISITE:</b>	This course will be taught at a beginning level. The student should have competency in basic math. If you have already done some procedural programming but have not been exposed to object-oriented programming, you should take the <b>C++ Programming - Level II</b> course, instead of the <b>Level I</b> .	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	5 Days	
<b>COST:</b>	\$750	

<b>COURSE TITLE:</b>	<b>C++ PROGRAMMING - LEVEL II</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488208 488209	<b>DATE:</b> 13-17 November 00 18-22 June 01	<b>NOMINATION DEADLINE:</b> 01 November 00 01 June 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides instruction on how to write object-oriented C++ programs. The Microsoft Visual C++ compiler will be used. <b>Note:</b> This course is a slightly expanded version of the <b>C++ Programming</b> course taught last year, just concentrating on the OOP aspects of C++.	
<b>OBJECTIVE:</b>	At the completion of the course participants should: <ul style="list-style-type: none"> <li>✍✍ Design an object-oriented C++ program.</li> <li>✍✍ Understand all the fundamental object-oriented concepts including classes, encapsulation, polymorphism, and inheritance.</li> <li>✍✍ Write and debug an object-oriented C++ program.</li> <li>✍✍ Understand the role of function overloading.</li> <li>✍✍ Understand the role and types of constructors, destructors, friend functions, and friend classes.</li> </ul>	
<b>AUDIENCE:</b>	Existing C, C++, or FORTRAN programmers who wish to learn about object-oriented programming.	
<b>PREREQUISITE:</b>	This is not a beginning programming course. The student should have competency in writing procedural programs in C or some programming language prior to taking this course.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	5 Days	
<b>COST:</b>	\$750	
<b>METHOD OF</b>	Vendor DOES NOT accept credit cards. EMPLOYEE must circle "R" in	

<b>COURSE TITLE:</b>	<b>EFFECTIVE INTERNET SEARCHING</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488192 488193 488194 488195	<b>DATE:</b> 06-07 December 00 07-08 March 01 27-28 June 01 26-27 September 01	<b>NOMINATION DEADLINE:</b> 15 November 00 15 February 01 02 June 01 05 September 01
<b>TIME:</b>	8:00 a.m. – 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides basic instruction on effectively using the various commercial internet search engines.	
<b>OBJECTIVE:</b>	<p>At the completion of the course participants should:</p> <ul style="list-style-type: none"> <li><del>✍</del> Understand how search engines work and the major differences between them and when to use a specific engine.</li> <li><del>✍</del> Know how to phrase a search using logical search operators, wildcards and stopwords.</li> <li><del>✍</del> Know how to use the leading search engines – AltaVista, Yahoo, Excite, HotBot, Infoseek and Lycos.</li> <li><del>✍</del> Know how to find and use some of the specialty search engines such as Deja News, AskJeeves, Argus Clearinghouse, Zip2 Yellow Pages, etc.</li> </ul>	
<b>AUDIENCE:</b>	Any student wishing to improve their internet usage.	
<b>PREREQUISITE:</b>	The student should already have basic internet skills. This is not an “Introduction to the Internet” course.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$300	
<b>METHOD OF</b>	Vendor DOES NOT accept credit cards. EMPLOYEE must circle “R” in	

<b>COURSE TITLE:</b>	<b>INTRODUCTION TO MICROSOFT ACCESS 97</b>	
<b>VENDOR:</b>	Computer Technology Service, Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>COURSE CODE:</b> 488425 488426 488427 488428 488429	<b>DATE:</b> 27-29 November 00 16-18 January 01 09-11 April 01 09-11 July 01 24-26 September 01	<b>NOMINATION DEADLINE:</b> 27 October 00 16 December 00 09 March 01 09 May 01 24 August 01
<b>DESCRIPTION:</b>	This course is designed to develop basic skills in using the database management capabilities of Microsoft Access. The course presents key concepts and skills needed for effective use of Access 97.	
<b>OBJECTIVE:</b>	<p>After taking this course, students will be able to:</p> <ul style="list-style-type: none"> <li>✍✍ Start Microsoft Access.</li> <li>✍✍ Describe basic database concepts.</li> <li>✍✍ Design databases.</li> <li>✍✍ Work with Access objects.</li> <li>✍✍ Create tables.</li> <li>✍✍ Work with tables and table information.</li> <li>✍✍ Create and work with select queries.</li> <li>✍✍ Create, use, and enhance forms and reports.</li> <li>✍✍ Work with charts, filters, and relationships.</li> <li>✍✍ Maintain data integrity.</li> <li>✍✍ Use advanced form features.</li> <li>✍✍ Work with macros</li> <li>✍✍ Use advanced report and query features.</li> <li>✍✍ Formulate advanced queries.</li> </ul>	
<b>AUDIENCE:</b>	Anyone with a need to learn how to use Microsoft Access.	
<b>PREREQUISITE:</b>	Basic familiarity with PC's and Windows.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a</p>	

<b>COURSE TITLE:</b>	<b>INTRODUCTION TO MICROSOFT EXCEL 97</b>	
<b>VENDOR:</b>	Computer Technology Services Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488421 488422 488423 488424	<b>DATE:</b> 06-08 November 00 05-07 February 01 02-04 May 01 06-08 August 01	<b>NOMINATION DEADLINE:</b> 15 October 00 15 January 01 10 April 01 15 July 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to develop basic skills in using the electronic spreadsheet capabilities of Microsoft Excel. The course presents key concepts and skills needed for effective use of Excel 97.	
<b>OBJECTIVE:</b>	<p>After taking this course, students will be able to:</p> <ul style="list-style-type: none"> <li>✎✎ Start Microsoft Excel.</li> <li>✎✎ Create, modify, print, and format worksheets.</li> <li>✎✎ Work with basic formulas and functions.</li> <li>✎✎ Use multiple worksheets.</li> <li>✎✎ Enhance worksheets.</li> <li>✎✎ Use styles and AutoFormats.</li> <li>✎✎ Work with charts.</li> <li>✎✎ Use names.</li> <li>✎✎ Work with advanced functions and formatting features.</li> <li>✎✎ Change and update data.</li> <li>✎✎ Use special formats and print options.</li> <li>✎✎ Protect worksheet data.</li> <li>✎✎ Manipulate the screen display.</li> <li>✎✎ Share worksheet data.</li> <li>✎✎ Use automation.</li> <li>✎✎ Share workbooks within workgroups.</li> </ul>	
<b>AUDIENCE:</b>	Anyone with a need to learn the Excel program.	
<b>PREREQUISITE:</b>	Basic familiarity with PC's and Windows (or the Mac).	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to</p>	



<b>COURSE TITLE:</b>	<b>INTRODUCTION TO MICROSOFT WORD</b>	
<b>VENDOR:</b>	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488589 488590 488591 488592	<b>DATE:</b> 13-15 November 00 26-28 March 01 21-23 May 01 20-22 August 01	<b>NOMINATION DEADLINE:</b> 25 October 00 01 March 01 01 May 01 30 July 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides instruction on how to use the Microsoft Word program.	
<b>OBJECTIVE:</b>	To introduce students to Microsoft Word and help them understand and are able to apply the basic fundamentals of Microsoft Word. After completing this course a student will be able to apply the following Word functions: document controls and working with multiple documents; moving within a document; selecting, moving and copying text within and between documents; views, zooms and print preview; page and paragraph and text formatting; tabs, spell checking; case conversions; drop caps, format painter; styles; breaks; Word Help; headers and footers; borders and shading, page numbering; AutoCorrect; columns; symbols, bullets and numbering, basic table function, object linking and embedding. A student will be able to produce and format documents using Microsoft Word functions and answer questions relative to the use of this program.	
<b>AUDIENCE:</b>	Anyone with a need to learn how to use the Word program.	
<b>PREREQUISITE:</b>	Working knowledge of computers and basic skills in the Window Environment.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$300	
<b>METHOD OF</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	

<b>COURSE TITLE:</b>	<b>INTRODUCTION TO PC's AND WINDOWS</b>	
<b>VENDOR:</b>	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488586 488587 488588	<b>DATE:</b> 27-29 November 00 12-14 February 01 04-06 June 01	<b>NOMINATION DEADLINE:</b> 10 November 00 20 January 01 07 May 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides an in-depth introduction to microcomputers and Windows, and is the first course to take for students new to computers.	
<b>OBJECTIVE:</b>	After completing this course the student will be able to customize the operation of Windows. They will be able to manage hardware components, use Explorer and My Computer to organize their files, use the Taskbar and create shortcuts to launch applications, be familiar with the common Window features used within Windows applications, customize their desktop, and be able to use Network Neighborhood, Dial-up Networking and Windows Accessories.	
<b>AUDIENCE:</b>	Anyone who needs to become familiar with using personal computers and Windows.	
<b>PREREQUISITE:</b>	None. This is a beginning level course.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$300	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>INTRODUCTION TO WEB PAGE DEVELOPMENT</b>	
<b>VENDOR:</b>	Computer Technology Services, Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
488414	30-31 October 00	15 October 00
488415	12-13 December 00	20 November 00
488416	29-30 January 01	10 January 01
488417	02-03 April 01	15 February 01
488418	21-22 May 01	01 April 01
488419	24-25 July 01	11 July 01
488420	12-13 September 01	15 August 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to develop basic skills for designing Web pages. The course presents key concepts and skills needed for effective use of the latest version of HTML and text editors in developing Web pages and for viewing Web pages using Internet.	
<b>OBJECTIVE:</b>	<p>After taking this course, students will be able to:</p> <ul style="list-style-type: none"> <li>✍✍ Describe the characteristics of HTML 4.0.</li> <li>✍✍ Write source code.</li> <li>✍✍ Place text on the page.</li> <li>✍✍ Format text.</li> <li>✍✍ Create headings.</li> <li>✍✍ Create horizontal rule lines.</li> <li>✍✍ Display lists.</li> <li>✍✍ Use color in Web pages.</li> <li>✍✍ Use graphics.</li> <li>✍✍ Add hypertext links.</li> <li>✍✍ Create graphic hyperlinks.</li> </ul>	
<b>AUDIENCE:</b>	Anyone with a need to learn Web Page Development.	
<b>PREREQUISITE:</b>	Introduction to Word 97 or equivalent skills and knowledge.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-</p>	

<b>COURSE TITLE:</b>	<b>MICROSOFT POWERPOINT</b>	
<b>VENDOR:</b>	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488583 488584 488585	<b>DATE:</b> 16-17 November 00 05-06 March 01 30-31 July 01	<b>NOMINATION DEADLINE:</b> 01 November 00 15 February 01 15 July 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides instruction on creating presentations using the PowerPoint program.	
<b>OBJECTIVE:</b>	The student will be able to create attractive, professional looking reports, electronic slide presentations or overhead transparencies. They will learn to use templates, auto layouts, placeholders, slide transition, text build and to create flare by working with clipart, drawing objects and Microsoft add-ins.	
<b>AUDIENCE:</b>	Anyone with a need to learn how to use PowerPoint.	
<b>PREREQUISITE:</b>	Working knowledge of computers and basic skills in the Window environment.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$200	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>MODTRAN AND FASTCODE TRAINING COURSE</b>	
<b>VENDOR:</b>	Ontar Corporation 9 Village Way North Andover, MA 01845-2000	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 493719	<b>DATE:</b> 22-24 May 01	<b>NOMINATION DEADLINE:</b> 01 May 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This workshop provides a unique opportunity for atmospheric community professionals and novices alike to learn about atmospheric transmission and to acquire both theoretical and practical, hands-on experience. Attendees will gain insight and experience into the operation and applications of the MODTRAIN and FASCODE atmospheric codes.	
<b>TOPICS AND MATERIALS COVERED:</b>	<ul style="list-style-type: none"> <li>✍ ✍ Latest model versions, explanations, features.</li> <li>✍ ✍ Experimental verification of models.</li> <li>✍ ✍ Set up of calculations.</li> <li>✍ ✍ Input parameters and definitions.</li> <li>✍ ✍ Comparisons of model results.</li> <li>✍ ✍ Plotting and output files.</li> <li>✍ ✍ Binary to ASCII conversions.</li> <li>✍ ✍ Company-specific needs.</li> </ul>	
<b>OBJECTIVE:</b>	At the end of the workshop attendees will know how to run the codes and their models, and will be able to perform calculations relevant to individual applications.	
<b>AUDIENCE:</b>	Engineers and scientist who have a need to use MODTRAN and FASTCODE software packages.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator, (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$1,210.00 per student (10 student minimum)	
<b>METHOD OF</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	

<b>COURSE TITLE:</b>	<b>PC SETUP, OPTIMIZATION AND BASIC REPAIR</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488197 488198 488199 488200 488201	<b>DATE:</b> 06-08 November 00 16-18 January 01 12-14 March 01 14-16 May 01 04-06 September 01	<b>NOMINATION DEADLINE:</b> 15 October 00 16 December 00 12 February 01 12 April 01 04 August 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides basic instruction on hooking up, fixing, maintaining and upgrading a PC.	
<b>OBJECTIVE:</b>	<p>At the completion of the course, participants should:</p> <ul style="list-style-type: none"> <li>✍️ Understand all the major hardware components of a PC and be able to assemble and disassemble a PC.</li> <li>✍️ Know how to set up a PC including loading Windows, setting up the CONFIG.SYS and AUTOEXEC.BAT files.</li> <li>✍️ Know how to install RAM, a hard disk, and other common computer upgrades.</li> <li>✍️ Know how to diagnose problems using diagnostic and utility software, and how to repair basic PC problems.</li> <li>✍️ Know how to setup, troubleshoot and optimize a hard disk.</li> </ul>	
<b>AUDIENCE:</b>	Any student involved with setting up, maintaining or supporting PC hardware and software.	
<b>PREREQUISITE:</b>	This is not an "Introduction to PC's" course. Students should have already have achieved competency using Windows.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	3 Days	

<b>COURSE TITLE:</b>	<b>USING MICROSOFT PROJECT</b>	
<b>VENDOR:</b>	College of Southern Maryland Center for Corporate Training P.O. Box 910 LaPlata, MD 20646-0910	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488598 488599 488600 488601 488602	<b>DATE:</b> 27-29 November 00 08-10 January 01 05-07 March 01 07-09 May 01 25-27 July 01	<b>NOMINATION DEADLINE:</b> 10 November 00 15 December 00 15 February 01 15 April 01 01 July 01
<b>TIME:</b>	8:00 a.m. – 3:30 p.m.	
<b>DESCRIPTION:</b>	Participants will review the theory of Microsoft Project 98 and learn to manage a project plan. Topics covered include working with baseline reports, tracking project progress, adjusting schedules, assigning resources, adding subprojects, importing and exporting data, using earned value tables, and working with a PERT chart.	
<b>OBJECTIVE:</b>	At the completion of this course, students will be able to: ✎✎ Describe the basic features of Microsoft Project software. ✎✎ Track projects. ✎✎ Adjust schedules and assign resources. ✎✎ Add subprojects. ✎✎ Work with a PERT chart. ✎✎ Understand Earned Value.	
<b>AUDIENCE:</b>	Managers and engineers with an interest in learning how to apply project management techniques using Project Management software.	
<b>PREREQUISITE:</b>	Basic familiarity with PC's, operating system and peripheral components.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	3 Days	

<b>COURSE TITLE:</b>	<b>USING OUTLOOK</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488202 488203 488204 488205	<b>DATE:</b> 04-05 December 00 05-06 March 01 25-26 June 01 24-25 September 01	<b>NOMINATION DEADLINE:</b> 15 November 00 15 February 01 25 May 01 24 August 01
<b>TIME:</b>	8:00 a.m. – 3:30 p.m.	
<b>DESCRIPTION:</b>	Microsoft Outlook has become the predominate personal information manager. This course will fully explore the many aspects of using this program to help the student get and stay organized.	
<b>OBJECTIVE:</b>	<p>At the completion of this course students should know how to:</p> <ul style="list-style-type: none"> <li>✍✍ Customize the Outlook Bar and other aspects of Outlook.</li> <li>✍✍ Manage E-mail and faxes.</li> <li>✍✍ Fully utilize the calendar.</li> <li>✍✍ Manage the task bar.</li> <li>✍✍ Manage the contacts list, including making distribution lists.</li> <li>✍✍ Keep a journal.</li> </ul>	
<b>AUDIENCE:</b>	Anyone who needs to become familiar with using Microsoft Outlook.	
<b>PREREQUISITE:</b>	Competency using Windows and Microsoft Office.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$300	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept credit cards. EMPLOYEE must circle "R" in Block 22 under "Payment" on the Initial Training Request Form.	



<b>COURSE TITLE:</b>	<b>VISUAL BASIC PROGRAMMING - LEVEL I</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488214 488215	<b>DATE:</b> 23-27 October 00 07-11 May 01	<b>NOMINATION DEADLINE:</b> 15 October 00 07 April 01
<b>TIME:</b>	8:00 a.m. – 3:30 p.m.	
<b>DESCRIPTION:</b>	This course will provide instruction on how to develop a Windows application using the Microsoft Visual Basic. <b>Note:</b> This is the same course that was titled <b>Visual Basic Programming</b> in last year's schedule.	
<b>OBJECTIVE:</b>	<p>At the completion of this course participants should be able to:</p> <ul style="list-style-type: none"> <li>✍✍ Know how to approach designing a Windows application including menu and dialog design.</li> <li>✍✍ Know how to use the Application Wizard to generate a basic executable application.</li> <li>✍✍ Know how to write Visual Basic code and where it fits in a program.</li> <li>✍✍ Know how to use graphics and load images.</li> <li>✍✍ Know how to work with common images.</li> </ul>	
<b>AUDIENCE:</b>	Anyone wishing to learn how to use Visual Basic to develop Windows programs.	
<b>PREREQUISITE:</b>	No prerequisite, but some familiarity with programming concepts such as having had a programming course in college or having read a programming book will be helpful.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	5 Days	
<b>COST:</b>	\$750	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept credit cards. EMPLOYEE must circle "R" in Block 22 under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>VISUAL BASIC PROGRAMMING - LEVEL II</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488216 488217	<b>DATE:</b> 08-12 January 01 10-14 September 01	<b>NOMINATION DEADLINE:</b> 08 December 00 10 August 01
<b>TIME:</b>	8:00 a.m. – 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is a collection of intermediate programming topics that expand the student's knowledge of Visual Basic program development. It is meant as a follow on to the beginning Visual Basic Programming course.	
<b>OBJECTIVE:</b>	At the completion of the course participants should be able to: <del>/</del> <del>/</del> Know how to perform File I/O from within a VB program. <del>/</del> <del>/</del> Know how to use the object-oriented features of VB, including knowing how to work with user-defined collections. <del>/</del> <del>/</del> Know how to make an HTML help file and integrate it into your project. <del>/</del> <del>/</del> Know the fundamentals of creating a custom ActiveX control. <del>/</del> <del>/</del> Know how to access and use Windows API functions from within a VB program.	
<b>AUDIENCE:</b>	Anyone wishing to improve their Visual Basic programming skills.	
<b>PREREQUISITE:</b>	Completion of the beginning <b>Visual Basic Programming - Level I</b> course or equivalent knowledge.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	5 Days	
<b>COST:</b>	\$750	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept credit cards. EMPLOYEE must circle "R" in Block 22 under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>WINDOWS PROGRAM DEVELOPMENT - LEVEL I</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488210 488211	<b>DATE:</b> 11-15 December 00 18-22 June 01	<b>NOMINATION DEADLINE:</b> 11 November 00 28 May 01
<b>TIME:</b>	8:00 a.m. – 3:30 p.m.	
<b>DESCRIPTION:</b>	This course will provide instruction on how to develop a Windows application using the Microsoft Visual C++ programming environment. <b>Note:</b> This is the same course that was titled <b>Visual C++: Windows Program Development</b> in last year's schedule.	
<b>OBJECTIVE:</b>	At the completion of this course, participants should be able to: <ul style="list-style-type: none"> <li><del>✍</del> Know how to approach designing a Windows application including menu and dialog design.</li> <li><del>✍</del> Know how to work with the MFC Application Framework.</li> <li><del>✍</del> Know the basics of event-based programming and how to design and implement a message handler.</li> <li><del>✍</del> Know how to create and use resources within your programs.</li> </ul>	
<b>AUDIENCE:</b>	Existing C++ or C programmers wishing to learn how to develop Windows programs.	
<b>PREREQUISITE:</b>	Completion of the C++ Programming course or equivalent.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	5 Days	
<b>COST:</b>	\$750	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept credit cards. EMPLOYEE must circle "R" in Block 22 under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>WINDOWS PROGRM DEVELOPMENT- LEVEL II</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488212 488213	<b>DATE:</b> 12-16 February 01 17-21 September 01	<b>NOMINATION DEADLINE:</b> 12 January 01 17 August 01
<b>TIME:</b>	8:00 A.M. – 3:30 P.M.	
<b>DESCRIPTION:</b>	This course is a collection of intermediate programming topics that expand the student's knowledge of Windows program development. It is meant as a follow on to the beginning <b>Windows Program Development Level I</b> course.	
<b>OBJECTIVE:</b>	<p>At the completion of this course, participants should be able to:</p> <ul style="list-style-type: none"> <li>✍✍ Know how to use Assertions, Trapping, and Exception Handling.</li> <li>✍✍ Know how to use the typed and Template-based collection classes provided by the MFC.</li> <li>✍✍ Know how to write Static and Dynamic Linked Libraries.</li> <li>✍✍ Know how to use some of the important auxiliary development tools that are part of the Visual Studio-Stress, Spy++, Browse, MFC Tracer, SourceSafe, and InstallShield.</li> <li>✍✍ Know how to create and use Tabbed Dialogs, as well as how to use ActiveX controls beyond the Common controls.</li> <li>✍✍ Know how to write a Help file, both traditional and the new HTML based model.</li> </ul>	
<b>AUDIENCE:</b>	Programmers who want to improve their Windows Development skills.	
<b>PREREQUISITE:</b>	Completion of the <b>Windows Program Development Level I</b> course or equivalent knowledge.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	5 Days	

